

City of Meriden, Connecticut

Department of Human Resources

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Director of Human Resources



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June 2, 2023

VACANCY ANNOUNCEMENT PROMOTION/TRANSFER

VACANCY: **Bilingual Nutrition Assistant - WIC**
40 Hours Per Week

SALARY: 31E \$21.22 to \$30.63 (hired before 7/1/03)
\$21.22 to \$28.80 (hired after 7/1/03)

NATURE OF WORK: Please Read the Attached Job Description

QUALIFICATIONS: Qualifications include graduation from high school or the equivalent and training in office procedures and interviewing and counseling skills. Occasional travel to a Wallingford office may be required.

HOW TO APPLY: Apply on line at <https://tinyurl.com/meridencareers> or you can e-mail your

Application/transfer form to humanresources@meridenct.gov.
Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Please call to make an appointment.

LAST DATE TO APPLY: June 10, 2023

E.O.E.

Job Title: Bilingual Nutrition Assistant

GENERAL DESCRIPTION:

This is responsible health services work in providing nutrition information to participants in the Women, Infants and Children (WIC) Program.

Work involves responsibility for assisting the Program Nutritionist in providing nutrition education and counseling. Duties include taking diet histories, plotting growth charts, advising clients according to their specific needs and recording personal and health data on WIC program records. This position has the responsibility for making standard program eligibility decisions. The work requires that the employee have good knowledge, skill and ability in counseling and in nutrition and health principles.

SUPERVISION RECEIVED:

Works under the general supervision of the Program Supervisor (WIC).

EXAMPLE OF DUTIES:

Interviews pregnant women to determine diet histories. Analyzes diets according to program criteria. Qualifies all participants, pregnant women, postpartum women, breastfeeding women and parents of infants and children, for certification for health or nutritional reasons.

Counsels and advises clients according to their specific needs. Refers clients to other social services as required.

Weights pregnant women and plots weights on growth charts. Plots height and weight for infants and children.

Explains the WIC program to new participants.

Conducts group education for pregnant women and young children on nutrition and health issues.

Researches information as required for educational purposes.

Designs and fabricates signs, posters and artwork for education demonstrations.

Maintains program records and files. Hands out check vouchers, makes appointments, gives out certification forms and takes applications according to WIC requirements. Work with the state WIC computer system.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the requirements and benefits of the WIC Program.

Good counseling and interviewing skills.

Good ability to communicate effectively, orally and in writing.

Good ability to maintain thorough and accurate program records.

Good ability to understand moderately complex medical and nutritional information.

Good ability to develop and maintain effective working relationships with program participants, associates, superiors and external health and social service agencies.

Good knowledge in the use of personal computers.

QUALIFICATIONS:

Graduation from high school or the equivalent and training in clerical and office procedures, interviewing and counseling skills.

SPECIAL REQUIREMENTS:

Must be able to read, write and speak Spanish fluently.

Revised 9/2015